

ARTICLE I: NAME

The name of the Committee shall be the University Staff Advisory Committee (USAC.)

ARTICLE II: MISSION STATEMENT

Formed in 1986, the University Staff Advisory Committee (USAC) is comprised of thirty (30) Classified Civil Service, Unclassified Administrative & Professional, and Senior Administrative & Professional staff members. An advisory body to the university president, USAC's mission is to maintain an active and participatory line of communication with the university community and to provide a forum through which university staff can raise, discuss, and make recommendations to support the University's mission.

ARTICLE III: MEMBERSHIP

The membership of the Committee shall be limited to not more than thirty members appointed by the President. The President will appoint ex-officio members at his/her discretion.

§ 1. Demographics

- a. The membership of the Committee shall be selected from employees in non-bargaining units from the following classifications: civil service (CCS), unclassified administrative and professional (UAP), and senior administrative and professional (SAP). The Committee shall make a good faith effort to achieve a diverse membership maintaining a balance from each classification.
- b. The appointed ex-officio members of the Committee shall be from offices determined by the President.

§ 2. *Term of Service*

A full term is three years. In no event shall any member serve longer than three consecutive years, including the balance of any unexpired term initially assumed. There shall be a minimum twelve-month waiting period before any member who has served a full term can be eligible for reappointment to the Committee.

§ 3. *Former Member Participation*

Former members are defined as members who have completed at least one full year of service on USAC. At the discretion of the Chair and/or Subcommittee Chair, former members may participate in new or ongoing business internal to USAC and may be appointed as representatives to university committees and task forces. Former members shall not have voting privileges, nor serve as an officer or in a chair capacity within USAC.

§ 4. *Eligibility*

Any university staff member with two years of regular staff (CCS, A&P, or Senior A&P) service, with an FTE of 75% or higher at the time of the application, who is not covered by a bargaining agreement, nor is a member of a union represented at the university, is eligible for membership.

§ 5. *Attendance*

- a. Members are expected to attend all Committee and subcommittee meetings. In the event a member cannot attend a full Committee meeting they must contact the Vice Chair at least twenty-four hours in advance, where possible. In the event a member cannot attend a subcommittee meeting, they must contact the Co-Chairs of the subcommittee at least twenty-four hours in advance, where possible. Notification of non-attendance for the following reasons shall constitute an excused absence:
 - a. illness or injury; or
 - b. long term medical leave; or
 - c. family death; or
 - d. work related requirements; or
 - e. other university recognized absences.
- b. When long term medical leave is necessary, the member may either

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- a. Provide written documentation that they will be able to return and have the intention to return to full membership responsibilities upon returning to work; or
- b. Provide written documentation of leave and re-assess their ability to return to full membership.
 - i. Intention not to return or if membership is no longer feasible the member may at any time resign from USAC as outlined in §6 below.

§ 6. *Resignations*

Any member wishing to resign from the Committee shall submit his/her resignation, in writing, to the President of the University and the Committee Chair.

§ 7. *Removals*

Members are expected to attend all meetings. A member of the Committee may be removed from membership for any of the following:

- a. Three unexcused absences at full Committee meetings within a fiscal year; or
- b. excessive use or abuse of the attendance policy, Article III § 5, as deemed by the Executive Committee; or
- c. non-attendance at subcommittee meetings; or
- d. non-attendance at special events; or
- e. non-participation on Committee or subcommittee assignments; or
- f. other causes as determined by the full Committee whenever, in its judgment, the best interests of the University would be served.

The subcommittee co-Chair(s) will address non-attendance at and/or non-participation on subcommittees. If the problem persists, the Co-chairs will refer the situation to the Executive Committee.

When informed of non-compliance of any Committee member(s), the Executive Committee will investigate and, if warranted, discuss the situation with the member(s). The Executive Committee will then decide whether the member(s) should be removed from the committee. If a member(s) is to be removed, a member from the Executive Committee will notify the member(s) in writing of the decision. The member(s) has to inform the chair no later than 24 hours prior to the next official business meeting if they plan to appeal. If the member(s) appeals the decision, the matter goes to the full committee, at the next business meeting, where:

- a. the floor will be opened for discussion of the situation;
- b. the member will be afforded the opportunity to respond; and
- c. a secret ballot will be cast to determine reinstatement to the Committee by majority vote.

If a member is reinstated to the Committee by majority vote, the reason for removal for that member shall remain intact. If the member incurs another reason for removal or continues to be non compliant with Committee Bylaws during the fiscal year, the matter shall be referred to the Executive Committee for final decision regarding removal. The member will not be given an opportunity to respond to the full committee and the full committee will not vote on removal.

§ 8. *Filling of Vacancies*

The Executive Committee will activate one of the following procedures to fill any vacant positions. These recommendations must be approved by full Committee by majority vote:

- a. recommend a staff member from the membership alternate pool; or
- b. defer to the Executive Committee the responsibility of making a nominee recommendation to the full committee; or
- c. recommend a former member who has served a full term and been off the Committee for twelve months.

The Executive Committee may recommend current members serving less than a full term for the appointment to an unexpired term as follows:

- a. total length of time served shall not exceed three consecutive years;
- b. must be approved by full Committee by majority vote.

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The Executive Committee may recommend a current member to temporarily or permanently fill Executive Committee, Committee Chair or Co-Chair positions in the case of the current member needing a temporary but long-term recess from the position for medical, personal, or other reasons.

- a. The total length of the time served in the temporary capacity shall not exceed the term of the person/vacancy being filled or the term of the replacement member;
- b. this person must be approved by the full Committee by majority vote;
- c. upon return to the Committee, original member shall be re- installed by majority vote of the full Committee.

ARTICLE IV: MEMBERSHIP SELECTION

The New Member Task Force, to be chaired by the Vice-Chair, shall review all applications filed and make recommendations to the full Committee. For each Committee opening, the Task Force shall present one nominee.

- a. A USAC application must be filed with the Task Force, which will screen and review all applications.
- b. The Task Force will submit to the full Committee one nominee for each committee opening and a list of alternates in priority order which shall stay in place until the next selection process occurs.
- c. All nominees and alternates must be approved by the full Committee by a majority vote.
- d. The Task Force chair will submit the full Committee's recommendations to the President for approval.
- e. Upon receipt of the President's approval, the Task Force will be disbanded.

ARTICLE V: OFFICERS

The Officers of the Committee shall be a Chair, Vice-Chair, Recorder and Treasurer.

§ 1. Elections

- a. Election Task Force
 - i. An Officer Election Task Force of not more than three third-year Committee members will be appointed by the Chair no later than the 1st meeting of January. The Task Force will solicit names of members wishing to hold Committee office.
 - ii. The Task Force will distribute election packets to USAC members at least one week prior to the date selected for elections. The packets will contain the following information as submitted by each of the nominees:
 - a. A resume or vitae providing information about their work experience on campus, their past committee and task force service at OSU including USAC committees, and an indication of their skills, etc.
 - b. A statement (about 200 but not longer than 300 words) about their platform for running (e.g., why they want to be an officer, and/or anything else they would like to share with USAC.)
 - c. Acknowledgement that they have carefully considered the time commitments their proposed office would require, and that their present supervisor agrees that accommodations can be made to permit the nominee to perform the duties of that office.
 - iii. Following the elections, the Task Force will be disbanded.
- b. Elections
 - i. The election of officers shall take place by secret ballot at the 1st February meeting. At this meeting, candidates will briefly address the Committee. Officers shall be elected by:
 - a. A preliminary secret ballot (if there are three or more candidates for an office) that will determine the candidates receiving a plurality of votes. If one candidate receives a majority vote (more than 50% of all votes cast by the members present), that candidate is elected and no further balloting for that office will be necessary.
 - b. In the event of a tie, the Committee will hold a subsequent vote.

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- c. In the event no one receives at least 50% of the vote, the Committee will hold a subsequent vote between the two candidates who received the most votes.
- d. A final secret ballot which will determine a successful candidate by majority vote.
- e. Absentee ballots should be forwarded to the Chair of the Officer Election Task Force prior to the meeting when elections take place. These ballots will be submitted as votes in the preliminary ballot.

§ 3. *Officers' Terms*

Officers shall serve for a term of one year. All terms will begin July 1 of each year.

§ 4. *Re-Election*

Officers may be re-elected to the same office.

§ 5. *Resignation*

- a. Upon the resignation of the Chair, the Vice-Chair will assume the Chair's duties for the balance of the term.
- b. Upon the resignation and/or vacancy of the Vice-Chair, Recorder or the Treasurer, the Chair will temporarily delegate this office to a Committee member, and take nominations from the floor in preparation for an election to be held during the next regular meeting. The normal election procedure outlined in Article V § 1(b) above will be followed with elections to be completed within one month of the resignation.
- c. Upon concurrent resignation of Chair and Vice-Chair, the Executive Committee will meet in special session to appoint an Acting Chair.

§ 6. *Officers' Duties*

- a. Chair
 - i. The Chair shall preside at all meetings of the University Staff Advisory Committee and Executive Committee, in accordance with the principles of Roberts Rules of Order, Newly Revised unless otherwise indicated.
 - ii. The Chair will be the spokesperson for the Committee in any official matters.
 - iii. The Chair will provide leadership to the Executive and full Committee.
 - iv. The Chair of the full Committee shall be an ex-officio member of all subcommittees and Task Forces except the Officer Election Task Force.
 - v. The Chair, in conjunction with the Treasurer and subcommittee Co-chairs, is responsible for the creation of the Committee budget.
- b. Vice Chair
 - i. The Vice-Chair will act in place of the Chair when the Chair is absent.
 - ii. The Vice-Chair will act as liaison between the subcommittees.
 - iii. The Vice-Chair will oversee USAC schedule.
 - iv. The Vice-Chair will act as the liaison regarding the Staff Arts and Crafts Exhibit.
 - v. The Vice-Chair will be responsible for any other tasks or duties as assigned.
 - vi. The Vice-Chair will chair the New Member Task Force.
 - vii. The Vice-Chair will be responsible for the monitoring and enforcement of the attendance policy.
 - viii. The Vice-Chair will be responsible for new member orientation.
- c. Recorder
 - i. The Recorder will be responsible for preparing and distributing the agenda for all full Committee regular, special meetings and Executive Subcommittee meetings.
 - ii. The Recorder will be responsible for recording the minutes of all regular and special full Committee meetings and submitting them for approval at the next full Committee meeting.
 - iii. The Recorder will distribute to each new Committee member a packet of materials including the Committee's charge from the President, a brief summary outlining how the Committee and Subcommittees function, and copies of all major reports from the previous year.

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- iv. The Recorder will be responsible for maintaining USAC archives.
- v. The Recorder will act in place of the Chair when both Chair and Vice-Chair are absent.
- vi. The Recorder will be responsible for any other tasks or duties as assigned by the Chair.
- d. Treasurer
 - i. The Treasurer will be responsible for preparing the annual budget with the assistance of the Chair. The predicted expenditures from each Subcommittee Chair should provide the basis for the preparation of the annual budget for review and approval.
 - ii. The Treasurer will be responsible for submitting the annual budget to the Executive Board for review and the membership for approval.
 - iii. The Treasurer will be responsible for monitoring the status of the budget.
 - iv. The Treasurer will provide a budget report at each Board and business meeting of the entire membership. The budget report shall be reviewed and approved by the Board at those meetings.
 - v. The Treasurer will be responsible for submitting requests for expenditures to the Executive Committee for approval.
 - vi. The Treasurer will be responsible for any other fiduciary tasks or duties as assigned by the Chair.

ARTICLE VI: MEETINGS

§ 1. *Frequency*

All full committee meetings will be mandatory. The Chair will have the option of canceling any meeting.

§ 2. *Quorum*

A quorum shall consist of the Chair or Vice Chair or Recorder and a simple majority of the entire membership.

§ 3. *Special Meetings*

The Chair shall be authorized to call special meetings. The purpose of the meeting will be stated in the call. Except in the case of an emergency, five (5) business days notice shall be given to all members.

§ 4. *Electronic Meetings*

The Chair or Vice Chair in his/her absence, shall be authorized to call electronic meetings with at least two (2) business days' notice.

- a. The purpose of the meeting shall be stated in the call.
- b. At specified time of the meeting, the Chair will call for discussion of the topic.
- c. At the Chair's discretion, a motion shall be made after the Chair determines that the topic has been sufficiently discussed. A second is necessary to put the motion to a vote.
- d. Once the motion is seconded, the Chair then specifies time parameters for voting.
- e. A quorum is needed to have the motion pass.
- f. Documentation of vote and discussions will be placed in the minutes for the next business meeting.

§ 5. *Special Events*

Members are expected to participate in USAC events including:

- USAC Pep Rally,
- Hidden Benefits Fair,
- Town Meetings,
- SCBC Report,
- USAC retreats,

- Staff Arts and Crafts Exhibit, and
- Other full committee events as requested.

ARTICLE VII: SUBCOMMITTEES

§ 1. *Formation*

Subcommittees shall be formed by a majority vote of the Committee. A motion may be brought forward at any meeting to form a subcommittee.

§ 2. *Disbandment*

Subcommittees may be disbanded by a majority vote of the Committee. A Committee member shall bring forth the motion for a subcommittee to disband.

§ 3. *Membership*

Subcommittees shall be composed of at least four members of the Committee.

§ 4. *Officers*

The basic officer of the subcommittees shall be a Chair or co-Chair. The co-Chair(s) may appoint other officers at his/her discretion.

§ 5. *Officer Selection*

Subcommittee chairs shall be appointed by the incoming USAC Chair by June 1st. Committee officers shall not serve as a subcommittee Chair or co-Chair.

§ 6. *Subcommittee Assignments*

All Committee members shall submit their Subcommittee membership requests to the Chair prior to the Executive Committee meeting before the first full meeting in July. The incoming Chair shall announce subcommittee assignments no later than the 1st meeting in July.

§ 7. *Attendance*

In the event a member is unable to attend any regular or special subcommittee meeting, they shall notify the co-Chair of that subcommittee.

§ 8. *Duties of Subcommittee co-Chair(s)*

- a. Attend executive committee meetings.
- b. Report monthly to the Executive Committee and the full committee.
- c. Monitor attendance/participation of members – report to Executive Committee if necessary.
- d. Plan and conduct subcommittee meetings.
- e. Provide debriefing to the incoming chair in order to assure continuity for the committee for the following fiscal year.
- f. Provide budget information to the Committee Chair and the Treasurer.

§ 9. *Standing Subcommittees*

- a. Executive Subcommittee
 - i. The Officers of the full Committee and the Subcommittee Chairs shall constitute the Executive Committee.
 - ii. The Executive Committee shall be responsible for general supervision of Committee affairs between meetings, fix the hours and place of meetings, set the agenda, and shall perform other duties as specified by the Chair.
 - iii. Unless otherwise ordered by the Executive Committee, its regularly scheduled meeting shall be held one week preceding the 1st USAC meeting of each month.
- b. Communication Subcommittee
 - i. Shall submit scheduled and special written and electronic articles prior to publication deadlines for all OSU affiliated news and communication organizations.

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- ii. Shall be responsible for marketing USAC to the University in general, updating and maintaining the website, and media documentation of key USAC events.
 - iii. Shall publish a USAC calendar and work on the USAC Guidebook.
 - iv. Shall coordinate the Town Hall Meetings.
- b. Governance Subcommittee
 - i. Shall monitor the progress of the University Senate recommendations that various Senate Subcommittees add seats for staff members to be appointed by USAC.
 - ii. Shall monitor the reporting from staff members on various university-wide committees and shall encourage the formation of local staff advisory councils in all academic and administrative units.
 - iii. Shall monitor USAC bylaws and develop new articles or amendments of existing articles for approval to improve the effectiveness and efficiency of USAC.
 - iv. Shall have the responsibility of collecting and distributing external committee reports.
- c. Membership Development Subcommittee
 - i. Shall be responsible for all professional development activities sponsored by USAC. New Member Orientation (in conjunction with the Recorder), Year-End Reception are examples.
 - ii. Shall assist in the coordination of special functions such as receptions, conventions, gifts, etc.
- d. Outreach Subcommittee
 - i. Shall coordinates programming/outreach activities throughout the year.
 - ii. Shall plan and coordinate events/programs such as The Hidden Benefits Fair, Staff Pep Rally, and Listen Sessions (in conjunction with SCBS).
 - iii. Shall in collaboration with Communications, assist with efforts to attend local Staff Advisory Council meetings and coordinate annual luncheons with these groups and USAC to discuss issues in their areas.
- e. Staff Compensation and Benefits Subcommittee (SCBS)
 - i. Shall conduct and analyzes the staff surveys regarding important compensation & benefits issues.
 - ii. Shall prepare and present of the USAC SCBS Report to the University President.
 - iii. Shall serve as the link between USAC and OHR to discuss relevant topics/issues and makes recommendations based on concerns conveyed by staff regarding enhancements and/or additions to staff benefit packages.
 - iv. Shall work in conjunction with the Outreach Subcommittee to coordinate Listen Sessions.
- f. Duties listed for subcommittees herein should not be considered all inclusive, but may include other duties assigned by the Chair.

ARTICLE VIII: TASK FORCES

New Task Forces can only be formed at the discretion of the USAC Chair, for a period not to exceed the balance of the Chair's term. The Chair of the Task Force shall be a Committee member. At the discretion of the Chair, activities of the Task Force may be presented to the Executive Committee for review. All Task Forces shall report to the Committee.

ARTICLE IX: PARLIAMENTARY AUTHORITY

The principles contained in the current edition of Robert's Rules of Order, New Revised shall guide the Committee in all cases to which they are applicable, except in those cases where they would conflict with the Bylaws of the Committee.

ARTICLE X: AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting of the Committee by a two-thirds majority vote. Suggested amendments must be distributed to full committee no later than three working days prior to the next business meeting. Once the changes are approved by the Committee, the changes

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shall be sent to Office of the President or designee for approval. Amended Bylaws are not effective until the Committee receives approval.